

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No.** 1564

**Page** 1 of 2

**Agency**

**Division/Unit**

State Highway Administration - Office of Administration - Management Services Division

Item No.	Description	Retention
1	<p><b>General Correspondence</b></p> <p>Letter size paper files, arranged alphabetically by subject. These files include routine correspondence, letters of inquiry, memoranda of instruction (both internal and external), status reports and general administrative records.</p>	Maintain in office for 2 years; maintain in Records Center for an additional 3 years; then destroy.
2	<p><b>Consultant Services Contracts Negotiations Files</b></p> <p>Letter size paper files, arranged alphabetically by consultant. These files include documentation of the contract negotiations process: contract estimate, consultant's technical and price proposals, negotiations letters, summaries of negotiations, audit reports, and Administrator's approval/disapproval of final negotiated contract. Similar information is also maintained by the Consultant Services Division as well as SHA's Internal Audits staff. NOTE: The Internal Audits staff maintains their records until all internal and federal audit requirements have been met.</p>	Maintain in office for 5 years from date Administrator approved final negotiations; maintain in Records Center for an additional 5 years; then destroy.
3	<p><b>Working Personnel Files</b></p> <p>Letter size paper files arranged alphabetically by employee last name. Correspondence and/or personal notes concerning employee performance, classification, etc. NOTE: All official personnel records are officially maintained in the employee's official personnel file in the Employee Services Division.</p>	Maintain in office while employee is in active status within Management Services Division; upon separation from Division transfer to Records Center for 2 years; then destroy.
(MORE)		

**Schedule Approved by Department, Agency, or Division Representative.**

**Date** 6/17/93

**Signature** 

**Typed Name** Roger D. Ford, Chief

**Title** Management Services Division, OOA

**Schedule Authorized by State Archivist**

**Date** DEC 9 1993

**Signature** 

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. 1564

Page 2 of 2

Agency State Highway Administration - Office of Administration - Division/Unit Management Services Division

Item No.	Description	Retention
4	<p><b>Quality Breakthrough Team Materials</b></p> <p>Large bulky sized wall charts illustrating quality process used for a particular problem. Also, letter size paper files arranged alphabetically. Includes correspondence, surveys, various forms of data, recommended solutions, implementation plan, etc. for various problem subjects.</p>	<p>Maintain in office until receipt of final decision on Team recommendations; then retain at Records Center for 4 years; then destroy.</p>

RECEIVED  
JUN 10 1983  
STATE HIGHWAY ADMINISTRATION  
MANAGEMENT SERVICES DIVISION

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>1</u> Of <u>4</u>	
<b>1. DEPARTMENT/AGENCY</b> State Highway Administration		<b>2. DIVISION</b> Office of Administration		<b>3. UNIT</b> Management Services Division	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  General Correspondence				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1991 TO Present	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Letter size paper files, arranged alphabetically by subject.          These files include routine correspondence, letters of inquiry, memoranda of instruction (both internal and external), status reports and general administrative records.</p>					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>2</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  707 / 412		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b>  Maintain in office for 2 years; maintain in Records Center for an additional 3 years; then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Bonnie Carter Management Associate		<b>20. TELEPHONE NUMBER</b> 333-1208		<b>21. DATE</b> 6/16/93	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>2</u> Of <u>4</u>	
<b>1. DEPARTMENT/AGENCY</b> State Highway Administration		<b>2. DIVISION</b> Office of Administration		<b>3. UNIT</b> Management Services Division	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Consultant Services Contracts Negotiations Files				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1991</u> TO <u>Present</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Letter size paper files, arranged alphabetically by consultant. These files include documentation of the contract negotiations process: contract estimate, consultant's technical and price proposals, negotiations letters, summaries of negotiations, audit reports, and Administrator's approval/disapproval of final negotiated contract. Similar information is also maintained by the Consultant Services Division as well as SHA's Internal Audits staff. NOTE: The Internal Audits staff maintains their records until all internal and federal audit requirements have been met.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ _____ Number	
<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) <u>707/412</u>		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>See description</u> <input type="checkbox"/> No			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <u>PC data base</u> <input type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <u>See description</u> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>19. NAME AND TITLE OF PREPARER</b> Bonnie V. Carter Management Associate		<b>20. TELEPHONE NUMBER</b> 333-1208		<b>21. DATE</b> <u>6/16/93</u>	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>3</u> of <u>4</u>	
<b>1. DEPARTMENT/AGENCY</b> State Highway Administration		<b>2. DIVISION</b> Office of Administration		<b>3. UNIT</b> Management Services Division	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Working Personnel Files				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1991</u> TO <u>Present</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Letter size paper files arranged alphabetically by employee last name. Correspondence and/or personal notes concerning employee performance, classification, etc. NOTE: All official personnel records are officially maintained in the employee's official personnel file in the Employee Services Division.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <hr style="width: 50%; margin: 5px auto;"/> Number	
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>termination of employee.</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) <u>707/412</u>		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>see description note.</u> <input type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes _____ <input type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Maintain in office while employee is in active status within Management Services Division; upon separation from Division transfer to Records Center for 2 years; then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Bonnie V. Carter Management Associate		<b>20. TELEPHONE NUMBER</b> 333-1208		<b>21. DATE</b> 6/16/93	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>4</u> of <u>4</u>	
<b>1. DEPARTMENT/AGENCY</b> State Highway Administration		<b>2. DIVISION</b> Office of Administration		<b>3. UNIT</b> Management Services Division	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Quality Breakthrough Team Materials				<b>5. EARLIEST YEAR / LATEST YEAR</b> 1991 <u>      </u> TO <u>      </u> Present	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Large bulky sized wall charts illustrating quality process used for a particular problem. Also, letter size paper files arranged alphabetically. Includes correspondence, surveys, various forms of data, recommended solutions, implementation plan, etc. for various problem subjects.					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>wall charts</u>		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <u>Boxes/rolls</u> <u>2-3</u> Number	
<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>6</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  <u>707/412</u>		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b>  Maintain in office until receipt of final decision on Team recommendations; then retain at Records Center for 4 years; then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Bonnie V. Carter Management Assistant		<b>20. TELEPHONE NUMBER</b> 333-1208		<b>21. DATE</b> 6/16/93	